



Court Designated Worker III

Details

Job ID : 364

Title : Court Designated Worker III

Job Code : 904

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Juvenile Services

Purpose

PERFORMS SPECIALIZED INTAKE WORK ON JUVENILES WHO HAVE PUBLIC OR STATUS OFFENSE ACTIONS BROUGHT AGAINST THEM.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN PSYCHOLOGY, FAMILY SERVICES, OR RELATED JUVENILE JUSTICE FIELD
- 4 YEARS RELATED EXPERIENCE MUST BE AS A COURT DESIGNATED WORKER II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- RECEIVES PUBLIC AND STATUS OFFENSE COMPLAINTS AGAINST JUVENILES
- ARRANGES PLACEMENTS FOR JUVENILES TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICERS
- CONDUCTS PRELIMINARY INQUIRY ON COMPLAINTS FILED AGAINST JUVENILES
- RECOMMENDS FORMAL PROCESSING OR INFORMAL DISPOSITION
- FORMULATES AND SUPERVISES DIVERSION AGREEMENTS
- MAINTAINS RECORDS
- KEEPS STATISTICAL INFORMATION
- OTHER DUTIES AS ASSIGNED